

CITY OF PONCA CITY
City Administration

CITY OF PONCA CITY TO OBSERVE INDEPENDENCE DAY HOLIDAY ON TUESDAY, JULY 4

City Hall Offices will be CLOSED Tuesday, July 4 and will REOPEN Wednesday, July 5.

Residential Refuse WILL NOT BE PICKED UP on Tuesday, July 4 and WILL RESUME on Wednesday, July 5.

As there will be no residential trash collection on Tuesday, July 4, please only put trash out on the scheduled day of collection. Trash left out overnight or for several days is susceptible to scatter from animals and/or weather which can result in a City code violation.

Contact: Tim McNew, Solid Waste Superintendent, at 767-0454.

Ponca City Landfill will be CLOSED on Tuesday, July 4 and will REOPEN on Wednesday, July 5.

Contact: Tim McNew, Solid Waste Superintendent, at 767-0454.

Ponca City Library will be CLOSED on Tuesday, July 4 and will REOPEN on Wednesday, July 5.

Contact: Holly LaBossiere, Library Director, at 767-0345.

Marland's Grand Home will be CLOSED on Tuesday, July 4 and will REOPEN on Wednesday, July 5.

Contact: David Keathly, Marland Mansion & Marland's Grand Home Director, 767-0420.

Marland Mansion and Estate will be CLOSED on Tuesday July 4 and will REOPEN on Wednesday, July 5.

Contact: David Keathly, Marland Mansion & Marland's Grand Home Director, 767-0420.

Lew Wentz Golf Course WILL BE OPEN on Tuesday, July 4, but **will close at 4:00 p.m.**

Contact: Rod Alexander, Golf Pro, at 767-0433.

Ponca City Senior Center will be CLOSED on Tuesday July 4 and will REOPEN on Wednesday, July 5.

Contact: Natalie Elwood, Senior Specialist, 763-8051.

Ponca City RecPlex WILL BE OPEN on Tuesday, July 4, from **5:00 a.m. to 11:00 a.m. only.**

Contact: Eric Newell, Parks and Recreation Director, at 767-0430

INDEPENDENCE DAY CELEBRATION

The City of Ponca City's free fireworks display at Lake Ponca will be held on Tuesday, July 4 at 9:50 p.m. The colorful pyrotechnic and musically choreographed fireworks show will fill the night skies over beautiful Lake Ponca to celebrate America's Independence Day. The fireworks will be choreographed to music and can be heard by turning to local radio station KPNC-FM 100.7 or KLOR 99.3 FM. A safety zone will be buoyed off on Lake Ponca beginning at approximately 7:00 p.m. on July 4. If you are in a water craft on Lake Ponca after 7:00 p.m., please stay out of the buoyed off area until the fireworks and the buoys have been removed.

Please remember: Private fireworks are not allowed on or around the Lake Ponca Recreation Area or any of the roadways or water areas around Lake Ponca.

SOLID WASTE COLLECTION ROUTES ARE NOW ONE HOUR EARLY

Due to the increase in temperatures experienced in the summer season, the Solid Waste (Trash) Collection department will be one hour earlier and now begin at 6:00 a.m. This will continue through September 1, 2023.

Please make sure to have your refuse (trash) out by 6:00 a.m. on your collection day to insure it will be picked up on that day.

Beginning September 5, 2023 Solid Waste Collections will return to the normal start time of 7:00 a.m.

If you have any questions, contact the Solid Waste office at 580-767-0411.

NEW CITY OFFICES HOURS OF OPERATION

City Hall offices, located at 516 E. Grand Avenue, have changed hours of operations. City Hall is now open Monday thru Thursday from 7:30 a.m. to 5:30 p.m. and on Friday from 7:30 a.m. to 11:30 a.m.

The offices of the City Attorney, City Manager, Development Services, Environmental Services, Fire Administration, Grants Administration, Public Works and Technology Services are closed for lunch from 12:00 p.m. to 1:00 p.m. Utility Billing, Human Resources and the City Clerk's Office will be open during the lunch hour.

To coincide with City Hall's new hours of operation, Municipal Court and Police Records, both located at 200 E. Oklahoma Avenue, have changed hours of operation to Monday thru Thursday from 7:30 a.m. to 5:30 p.m. and on Friday from 7:30 a.m. to 11:30 a.m.

Animal Control, located at 705 E. Hubbard, has also changed hours of operation to Monday thru Thursday from 7:30 a.m. to 5:30 p.m. and on Friday from 7:30 a.m. to 11:30 a.m.

As always, the Ponca City Utility Authority payment drop box is available on the east side of City Hall, Ponca City Utility Authority emergency utility assistance is available by calling 580-767-0405, Ponca City Broadband helpdesk is available by calling 580-718-5074, and the Ponca City Police Department is available by calling 580-767-0370 (non-emergencies) or **Dial 9-1-1 for emergencies only.**

HELP UNITED COMMUNITY ACTION PROGRAM IDENTIFY NEEDS

United Community Action Program's Community Needs Assessment wants to hear from you! What do you see are needs and areas for improvement?

They want hear from clients, service agencies, Tribes, businesses, churches and the general public. All feedback will help the agency create strategies to provide opportunities for increased self-sufficiency for low income individuals and families in Creek, Kay, Noble, Osage and Pawnee Counties.

The survey can be accessed by going to www.ucapinc.org and clicking on the *Community Needs Assessment Survey*.

FIRE NEWS

Fire Department

10 TIPS FOR FIREWORK SAFETY

1. **Always use fireworks outside and have a bucket of water/hose nearby in case of accidents.**
2. **Designate a safety perimeter.** If you have ground-based fireworks like a fountain, spectating from at least 35 feet away is best. For aerial fireworks, you'll want everyone to move back to a distance of around 150 feet.
3. **Ditch faulty fireworks.** Sometimes fireworks don't go off, but duds always pose a risk. The important thing to know is that you should never try to relight or approach a failed firework. Let duds sit for 5 - 10 minutes before you put them in a bucket of water. This can prevent injury from a delayed explosion and disarm the firework permanently so you can safely dispose of it.
4. **Supervise children when they are handling sparklers.** Sparklers burn at about 2,000 degrees Fahrenheit—hot enough to melt some metals. Sparklers can quickly ignite clothing, and children have received severe burns from dropping sparklers on their feet or touching body parts.
5. **Don't forget about your pets!** Fireworks can be extremely stressful for pets, but there are ways to help reduce their fear and anxiety. Keep your pets indoors. Close the curtains or blinds and turn on the TV or radio to provide some distraction. Treat toys filled with their favorite food may also help keep their minds busy and distract them from the fireworks.
6. **Soak both spent and unused fireworks in water for a few hours before discarding.**
7. **Never place a part of your body directly over a firework or hold a firework in your hand when lighting.** To safely light fireworks, make sure they are secured on the ground away from people and animals and use a stem lighter such as a grill lighter.
8. **Only light one firework at a time.** Lighting multiple fireworks at the same time increases the risk of accidents occurring from the fuse burning faster than designed.
9. **Avoid alcohol consumption when handling or using fireworks.** This should be pretty self-explanatory.
10. **Consider safe alternatives to fireworks such as party poppers, bubbles, silly string, or glow sticks.**

As a reminder, the use of fireworks within the City limits of Ponca City are prohibited.

The City Code states: It shall be unlawful for any person to possess, store, to offer for sale, expose for sale, sell at retail or use or explode any fireworks.

EMERGENCY MANAGEMENT NEWS

Ponca City Emergency Management

PONCA CITY NOTIFICATION SYSTEM NOW AVAILABLE FOR RESIDENTS

Ponca City residents with a cell phone, landline phone, or email address can now enroll in the *Ponca City Notification System*. The *Ponca City Notification System* provides notifications at no cost to those that complete the simple online registration. Once registration is complete, users will immediately be able to receive notifications. There is no waiting period.

Notifications are available as text messages, phone calls or emails. Residents may select one or all methods. Those suffering with hearing loss may choose to receive “text” notifications, while those with vision challenges may choose “voice” notifications.

Weather notifications are sent directly from the National Oceanic and Atmospheric Administration and the National Weather Service. Notifications from the City of Ponca City regarding power outages, water outages, road closures, and other alerts will soon be provided.

For more information and a list of frequently asked questions, please go to:
www.poncacityok.gov/pcnotification-registration or email em@poncacityok.gov

PUBLIC WORKS NEWS

Lew Wentz Golf Course

MONDAY, JULY 3

Senior Day: Those 60+ get an 18-hole cart for the 9-hole rate.

TUESDAY, JULY 4

Ladies Day: Ladies get an 18-hole cart for the 9-hole rate.

WEDNESDAY, JULY 5

Drink Specials: All drink prices reduced, all day.

Contact: Rod Alexander, Golf Pro, 580-767-0433

PARKS AND RECREATION NEWS
Ponca City Senior Center

MONDAY, JULY 3

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Bunco, 12:15 p.m.

Afternoon Games, 12:30 p.m.

Senior Diner, 11:30 a.m., \$4.00

TUESDAY, JULY 4

CLOSED

WEDNESDAY, JULY 5

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Pitch and Bridge, 12:30 p.m.

Afternoon Games, 12:30 p.m.

Senior Diner, 11:30 a.m., \$4.00

THURSDAY, JULY 6

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Row at a Time, 10:00 a.m.

Afternoon Games, 12:30 p.m.

Line Dance, 2:00 p.m.

Senior Diner, 11:30 a.m., \$4.00

FRIDAY, JULY 7

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Afternoon Games, 12:30 p.m.

Senior Diner, 11:30 a.m., \$4.00

Contact: Natalie Elwood, Senior Center Program Specialist, 580-763-8051

PARKS AND RECREATION NEWS

Parks and Recreation and RecPlex

INDEPENDENCE DAY CELEBRATION AT WENTZ POOL

- Celebrate at Wentz Pool and watch the Annual Ponca City Independence Day Fireworks Show. There will be all you can eat hotdogs and hamburger meals, swimming and a beautiful view of the fireworks show. **Only 150 tickets for the event!**
- The fun begins on Tuesday, July 4 at 7:30 p.m., the pool. Closes at 9:30 p.m. and the Fireworks show begins at 9:50 p.m.
- For ALL ages. The cost is \$15.00 per person
- Register online at: www.poncacityok.gov/parksandrec-registration

AMBUC AND WENTZ POOLS

Both pools are open daily 1:00 p.m. to 7:00 p.m. with AMBUC Pool closed on Wednesdays and Wentz Pool closed on Mondays for maintenance.

Admission to either pool is \$1.00 for youth 12 and under and \$2.00 for individuals 13 and older. Children 12 and under must have a person 16 or older accompany them. RecPlex members get free entrance to both pools with their scan cards.

KAYAK RENTAL KIOSK AT LAKE PONCA

A self-serve kayak rental kiosk is available at Lake Ponca, located south of the swim beach on Checkstand Road.

Rent.fun, the vendor responsible for the installation, service, and maintenance of the kiosk, kayaks, and associated equipment, makes renting available via their smartphone application, seven days a week, from dawn to dusk, during the rental season.

Renters can select from one of four kayaks, by scanning an individual compartment of the kiosk and completing the steps on the smartphone application. Each rental includes a paddle and required personal flotation device. Once renters have finished their time on the water, they simply return equipment and finalize their rental at the kiosk.

For further information regarding the new self-serve kayak kiosks or to get information about Parks and Recreation's beautiful guided kayak tours or special event/group kayak rentals, please contact the Ponca City RecPlex at 580-767-0430.

TAEKWONDO CLASS

- Master Primo Venegas, an instructor with over 30 years of teaching experience, will have an 8-class session of Taekwondo.
- Classes are every Tuesday and Thursday from 6:30 to 7:30 p.m., July 10 thru August 3
- For ages 7 and older. The cost is \$75.00 per session.
- Register online thru August 3 at: www.poncacityok.gov/parksandrec-registration

PARKS AND RECREATION NEWS

Parks and Recreation and RecPlex

KIDS NIGHT OUT

- Sign your kids up for this awesome 5-hour fun-filled event! The RecPlex will provide dinner, multiple crafts for your child and lots of fun in the facility. The kids have a “popcorn bar” full of treats to snack on while they watch a fun movie.
- Saturday, July 1, from 5:00 to 10:00 p.m.
- For ages 2-12 years old. The cost is \$35.00 and Siblings are \$10.00.
- Register online thru June 30 at: www.poncacityok.gov/parksandrec-registration

PAINT NIGHT AT THE RECPLEX

- Paint Night at the RecPlex will help you tap into your creative side to relax and have fun.
- The class is July 16 at 5:30 p.m. in the RecPlex Art Studio.
- For ages 12 and older. The cost is \$35.00 per class.
- Register online by July 13 at: www.poncacityok.gov/parksandrec-registration

SWIMMING LESSONS AT AMBUC POOL

- American Red Cross Swim Lessons at Ambuc Pool are conducted by certified instructors and adapted for swimmers with little to no water experience as well as more advanced swimmers.
- The July Session is Monday thru Thursday July 10 thru July 20.
 - class times: 9:00 a.m., 9:45 a.m., or 10:30 a.m. at AMBUC pool.
- For ages 3 to 13 years old. The cost is \$55.00. Member price is \$35.00
- Register online thru July 7 at: www.poncacityok.gov/parksandrec-registration

YOUTH TENNIS CAMP

- These 4-day summer camps are during the month of July for ages 5-17. Registrants will receive a free t-shirt.
- The camps are Monday thru Thursday at the Wally Smith Tennis Center.
- For ages 5 thru 17. The cost is \$40.00 per participant for each camp.
- Register online at: www.poncacityok.gov/parksandrec-registration

| Age Group: | 5-6 years | 7-12 years | 13-17 years |
|-----------------------|--------------------------|--------------------------|--------------------------|
| Session Times: | 9:00-9:45 a.m. | 10:00-10:45 a.m. | 11:00-11:45 a.m. |
| Camp Dates: | July 17-20 July 24-27 | July 17-20 July 24-27 | July 17-20 July 24-27 |

Contact: Eric Newell, Parks and Recreation Director, 580-767-0430

PUBLIC WORKS NEWS***Motor Pool Division*****E-BAY LISTINGS**

The following surplus City equipment are currently listed on e-Bay for disposal.

Items listed:

- 2011 Ford Ranger Ext. Cab
- 2000 Chevrolet Ext Cab Pick-up

To find items the garage is selling on EBay:

1. Go to Ebay.com <http://www.ebay.com/>
2. Click Advanced Search (upper right)
3. Click Items by Seller (left hand column)
4. Click the box beside "Only show items from:"
5. Seller's User ID: poncacitysurplus
6. Click Search
7. View Seller's items if there are any

This is the direct link to the page:

http://www.ebay.com/sch/poncacitysurplus/m.html?_ipg=50&_sop=12&_rdc=1

LIBRARY NEWS

Ponca City Library

MONDAY, JULY 3

Celebrate Freedom (outside), 10:00 a.m.

Painting the Sky the U.S. Flag, 10:00 a.m. & 2:00 p.m., registration required

***Makerspace**, 2-hour time slots, 1:00-5:00 p.m., registration required

TUESDAY, JULY 4

CLOSED

WEDNESDAY, JULY 5

Storytime, Ages 0-4: 10:30 a.m.

Storytime, Ages 3-8: 4:00 p.m.

THURSDAY, JULY 6

Meet a Real Hero, 1:00 p.m. & 3:00 p.m.

***Makerspace**, 2-hour time slots, 1:00-5:00 p.m., registration required

FRIDAY, JULY 7

Friday Fun Movies, 1:00 p.m: *Planes-Fire and Rescue*, 3:00 p.m: *Only the Brave*

***Makerspace**, 2-hour time slots, 1:00-5:00 p.m., registration required

SATURDAY, JULY 8

Hero Craft, 10:00 a.m.

Meet a Real Hero, 1:00 p.m. & 3:00 p.m.

*Makerspace features 3-D printers, sewing machines, die cutters, routers, Cricut machines and a Glowforge. Once a personalized orientation class is completed, Makers sign up for 2 hours blocks of time to make something awesome! Makers provide their own materials for use in the Library's makerspace.

Contact: Holly LaBossiere, Library Director, 580-767-0345

HUMAN RESOURCES NEWS

Human Resources

OPEN POSITIONS

EMT/FIREFIGHTER

Salary: \$41,971.24 Annually plus EMT educational pay Open until filled 2016-001

GENERAL JOB DESCRIPTION:

Will perform individually and/or as a member of a firefighting or ambulance team and will participate in fire suppression and EMS activities including firefighting, rescue, first aid, ventilation, forcible entry, salvage, overhaul, inspection practices, auto extraction, patient care and triage. The position of firefighter has a starting annual base wage of \$41,971.24 plus incentive pay based on EMT licensure level:

- EMT - Basic \$ 50.00 biweekly (\$1,300.00 annually)
- EMT - Intermediate \$ 75.00 biweekly (\$1,950.00 annually)
- EMT - Paramedic \$250.00 biweekly (\$6,500.00 annually)

Until further notice, all testing will be limited to currently licensed EMT's and scheduled on an individual basis. Contact Deputy Chief Gary Wilson for schedule times at (580) 767-0368.

PATROL OFFICER

Salary: \$22.33 HR NON-CLEET certified (\$46,446.40 Annually)
\$23.22 HR CLEET certified (\$48,297.60 Annually) Open until filled 2016-051

The City of Ponca City offers a financial bonus program for newly hired Police Officers who are certified in Oklahoma or a state with reciprocity and who are exempt from attending the full CLEET Academy. The bonus has two levels (\$3,000 and \$5,000), based on years of experience in a full time, certified, law enforcement position prior to employment with the City of Ponca City, and is paid in three parts. Please call Chief Don Bohon at (580) 767-0375 for details.

GENERAL JOB DESCRIPTION:

- Operate a motor vehicle for extended periods of time in all environmental conditions and on occasion operate the vehicle at high speeds and in congested traffic situations.
- Patrol assigned area of City and enforces state and federal laws and City ordinances.
- Patrols and examines building and residences to detect suspicious conditions and handles situations accordingly.
- Direct traffic in congested and emergency areas; report safety hazards; respond to scene of accident, administer first aid, and investigate cause and file accident reports; issue citations to violators of traffic laws.
- Visit the scene of crimes and accidents; search for and preserve evidence; investigate and interview victims; witnesses and potential suspects; apprehend those suspected of crimes; participate in line-ups; make oral and written reports; provide testimony in court.
- Speak before citizen's groups and participate in various training sessions.
- In addition to the starting wage, the officer may receive additional educational incentive pay per pay period:
 - Associate's Degree or 1000 hours of training: \$35.00 (\$ 910.00 annually)
 - Bachelor's Degree or 1500 hours of training: \$60.00 (\$1,560.00 annually)
 - Master's Degree or 2000 hours of training: \$75.00 (\$1,950.00 annually)

Certified Officers with at least 4 years of recent service in a Patrol position may have the opportunity to test for Corporal (\$27.17 per hour/\$56,513.60 annually) after completion of initial field training.

ASSISTANT CITY ENGINEER

Salary: \$70,000-\$85,000 ANNUALLY DOQ Open until filled 2023-04

GENERAL JOB DESCRIPTION:

To assist in the oversight of the activities and operations of the Engineering Division of the Department of Development Services; to analyze, design, prepare contract documents and perform construction oversight for various projects in the complex and difficult work of engineering practice; to provide responsible and complex administrative support to and under the direction of the City Engineer. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform difficult and responsible types of duties assigned to classes within this series including providing complex technical and administrative assistance to the City Engineer and supervising the work of consulting engineers and construction contractors.

BUILDING MAINTENANCE – PUBLIC SAFETY CENTER & MUNICIPAL JAIL

Salary: \$15.00 HR Open until filled 2023-34

GENERAL JOB DESCRIPTION:

To perform a variety of maintenance and custodial tasks relative to assigned areas.

CART BARN ATTENDANT – LEW WENTZ GOLF COURSE – PART-TIME

Salary: \$10.00 HR Open until filled 2023-14

GENERAL JOB DESCRIPTION:

This position waits on the public for all golfing needs, maintains the pro shop, front entrance, golf carts, and the cart barn area at Lew Wentz Golf Course.

CENTRAL OFFICE TECHNICIAN - BROADBAND

Salary: \$26.00-\$30.00 HR Open until filled 2023-30

GENERAL JOB DESCRIPTION:

Oversees the activities that effect the operations of the Central Office facilities including installing, maintaining, and testing al the Central Office facilities, fiber transport and distribution cicuits, subscriber FTTH (last mile and in-home), and all associated equipment.

COMMUNICATIONS OFFICER – POLICE DEPARTMENT

Salary: \$17.53 HR Open until filled 2023-20

GENERAL JOB DESCRIPTION:

To perform emergency dispatch for fire, police and ambulance personnel; to operate the communications center which serves the Ponca City and surrounding areas; and to gather, receive, record and disseminate information.

CONCESSION/CASHIER & GATE ATTENDANT WENTZ & AMBUC POOLS – PART-TIME - SEASONAL

Salary: \$10.00 HR Open until filled 2023-12

GENERAL JOB DESCRIPTION:

The duties of concessions and cashier employees are waiting on the public for food, drinks and swimming tickets.

CONCESSION/CASHIER PERSONNEL LEW WENTZ GOLF COURSE – PART-TIME

Salary: \$10.00 HR Open until filled 2023-15

GENERAL JOB DESCRIPTION:

To wait on the public for food and drink and maintain the concession area at Wentz Golf Course.

FITNESS INSTRUCTOR – RECPLEX – PART-TIME

Salary: \$8.00-\$15.00 HR Open until filled 2019-31

GENERAL JOB DESCRIPTION:

This person will plan, execute and instruct fitness programs.

FRONT DESK ATTENDANT – RECPLEX – PART-TIME

Salary: \$10.00 HR Open until filled 2023-28

GENERAL JOB DESCRIPTION:

This individual will be responsible for performing manual and recreational work involving building operation, janitorial and maintenance duties. Position will be part-time 30 hours or less a week

GIFT SHOP ATTENDANT – MARLAND MANSION – PART-TIME

Salary: \$11.00 HR Open until filled 2023-29

GENERAL JOB DESCRIPTION:

To greet and assist visitors entering the museum including working the gift shop; and to perform a variety of tasks relative to assigned area of responsibility.

KIDZONE/ROCKWALL/TRAMPOLINE WORKER – RECPLEX – PART-TIME

Salary: \$10.00 HR Open until filled 2023-27

GENERAL JOB DESCRIPTION:

To insure excellent care and service to the children at the Rockwall, Trampoline, and the nursery at Kidzone by providing a safe and fun filled experience

LABORER – GOLF COURSE – PART-TIME/SEASONAL

Salary: \$10.00 HR Open until filled 2023-21

GENERAL JOB DESCRIPTION:

Learn and implement quality maintenance techniques to ensure fine turf; includes mowing, trimming, digging, landscaping and other related duties.

LIBRARY ASSISTANT – FULL-TIME

Salary: \$13.00 HR Open until filled 2023-26

GENERAL JOB DESCRIPTION:

This position works directly with the public at all the service desks. The Library Assistant greets library customers, performs circulation desk functions and general customer service as well as performing routine clerical activities and programming activities.

LIBRARY CLERK – PART-TIME

Salary: \$10.00 HR Open until filled 2022-43

GENERAL JOB DESCRIPTION:

This clerical position works directly with the public at one of five service desks. The Library Clerk works flexible hours, including days, evenings and weekend hours. The ability to be trained in the use of computers, printers, phones and databases is required. This position is cross trained at desks throughout the Library, but will primarily be providing children's services under the direction of the Youth Services Librarian.

LIFEGUARD – WENTZ & AMBUC POOLS

Salary: \$11.00 HR Open until filled 2023-11

GENERAL JOB DESCRIPTION:

Help prevent accidents and enforce all pool rules and regulations, in and out of the water. Must have a current (A) Lifeguard Training Certificate, (B) First Aid and (C) Adult/Infant CPR.

MAINTENANCE WORKER I – STREET

Salary: \$15.76 HR Open until filled 2023-08

GENERAL JOB DESCRIPTION:

This position will perform semi-skilled work in the construction, maintenance and related service activities in relation to the City streets.

MAINTENANCE WORKER II – WATER DISTRIBUTION/WASTEWATER COLLECTION

Salary: \$22.08 HR Open until filled 2023-35

GENERAL JOB DESCRIPTION:

This position performs semi-skilled and skilled work in the construction, maintenance and related service activities related to the Water Distribution and Wastewater Collection Systems.

MEMBERSHIP SPECIALIST – REC PLEX

Salary: \$15.60 HR Open until filled 2023-33

GENERAL JOB DESCRIPTION:

Under the supervision of the Aquatics and Fitness Coordinator the Membership Specialist is responsible for the administration of the business operations of the RecPlex facility, including membership and program registration. The Membership Specialist must provide outstanding customer service and model that to hourly employees. The Membership Specialist is responsible for the member service program, to prospect for new members and service existing members, supervise member service representatives, and to promote a positive public image of the RecPlex within our community.

OFFICE SPECIALIST – LANDFILL

Salary: \$17.75 HR Open until filled 2023-32

GENERAL JOB DESCRIPTION:

This position performs a wide variety of clerical duties and inputs correspondence and data into a computer terminal. The Office Specialist assists and informs the public, in person or on the telephone, on departmental policies and procedures, assists with basic sorting, filing, copying or clerical accounting services, encumbers City money.

PROPERTY INSPECTOR – DEVELOPMENT SERVICES

Salary: \$20.30 HR Open until filled 2023-31

GENERAL JOB DESCRIPTION:

Conducts field inspections of structures and properties within the City to ensure compliance with applicable building and property maintenance codes. These codes include ICC building codes, nuisances, zoning and property maintenance codes. Examples of nuisances are high grass and weeds, trash and junk accumulation, inoperable or abandoned vehicles, dilapidated structures and any unsanitary conditions.

PRO SHOP ATTENDANT – LEW WENTZ GOLF COURSE – SEASONAL

Salary: \$10.00 HR Open until filled 2023-13

GENERAL JOB DESCRIPTION:

To wait on the public for all golfing needs and maintain the pro shop area at Lew Wentz Golf Course.

WASTEWATER TREATMENT PLANT OPERATOR

Salary: \$20.24-\$21.74 HR Open until filled 2023-19

GENERAL JOB DESCRIPTION:

To operate and maintain the City's water and wastewater treatment plant and pumping facilities; to clean and protect the downstream water for users; and to operate and maintain various pump equipment and production facilities in support of the City's water system.

Contact: Frank Wilson, Human Resources Director, 580-767-0323

HEALTHY RESOURCES

As an advocate of Certified Healthy Oklahoma, the City of Ponca City participates in the Kay County Healthy Living Coalition.

| | | |
|--|--|------------------------------|
| Alcoholics Anonymous | alcoholicsanonymous.com | 580-765-8462 |
| Alzheimers Association Helpline | | 800-272-3900 |
| Butterfly Wings Pregnancy or Child Loss | | 580-762-9102 |
| Center for Poison and Drug Information | | 800-222-1222 |
| Cimarron Transit | | 580-718-0444 |
| Club Monarch for Children Dealing with Loss | | 580-762-9102 |
| Compassionate Listening | | 405-286-4057 |
| Crisis Text Line (Counseling) | | 741741 |
| Dearing House (Child Victims of Sexual Assault) | | 580-762-5266 |
| Edwin Fair Community Mental Health Center | | 800-256-2476 |
| Family Wise-Free Prescription Discount Card | | 580-765-2476 |
| Friendship Bikes | | 580-762-4990 |
| Friendship Feast (Meals) | 210 N. 5 th Street | 580-762-1667 |
| Grand Lake Mental Health - Kay County Clinic | | 580-749-5056 |
| Grandparents Raising Grandkids | | 580-762-9412 |
| Heartline Information and Referral for Oklahoma | | 211 |
| Kay County Health Department | 433 Fairview Avenue | 580-762-1641 |
| Kay County Healthy Living Coalition/TSET Healthy Living Program | | 580-765-2476 |
| Lew Wentz Golf Course | 2928 LA Cann Drive | 580-767-0433 |
| Living Hope Pregnancy Center | | 580-765-9689 |
| Meals on Wheels | | 580-767-9010 |
| Mental Health Lifeline (replaces National Suicide Prevention Lifeline) | | 988 |
| Missing and Exploited Children..... | | 800-843-5678 |
| Missing and Murdered Indigenous People of Northern Oklahoma | | 580-304-2180 |
| National Alliance on Mental Illness | | 800-950-6264 |
| New Emergency Resource Agency | 112 S. 1 st Street | 580-765-5372 |
| Noon Lions Vision Support Group | | 580-304-5689 |
| Northern Oklahoma Youth Services | | 580-762-8341 |
| Oklahoma Department of Human Services | 801 W. Grand Avenue | 580-763-6700 |
| Oklahoma Domestic Abuse and Sexual Assault Safeline | | 800-522-SAFE |
| Oklahoma Problem Gambling Hotline | | 800-522-4700 |
| Oklahoma Tobacco Hotline | | 800-784-8669 |
| Oklahoma Youth Crisis and Runaway Hotline | | 800-448-4663 |
| Osage Nation WIC | | 580-762-2845 |
| Otoe Missouri WIC | | 877-692-6863 |
| Pharmaceutical Take-Back | 200 E. Oklahoma Avenue | 580-767-0370 |
| Ponca City RecPlex | 1604 W. Grand Avenue | 580-767-0430 |
| Ponca City Senior Center | 319 W. Grand Avenue | 580-763-8051 |
| Rx for Oklahoma-Prescription Assistance Program | | 580-765-9022 or 877-RX4-OKLA |
| Substance Abuse and Mental Health Services Administration | | 800-662-4357 |
| The Mission (Meals) | 909 E. South Avenue | 580-765-1426 |
| United Community Action Program | 501 6 th Street, Pawnee | 918-762-3041 |
| United Way of Ponca City | 205 N. 2 nd Street | 580-765-2476 |
| Veteran's Landing | 111 N. 4 th Street | 580-362-6375 |
| Veterans Benefits | | 877-222-8387 |